

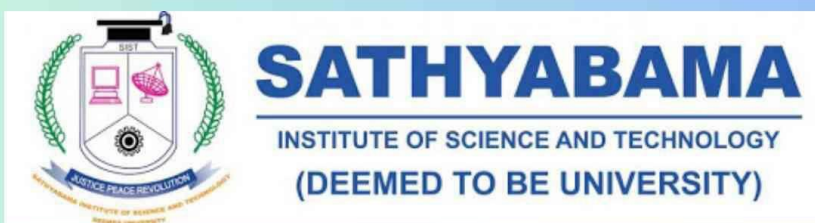


SCHOOL OF MANAGEMENT STUDIES

1.3.2 VALUE ADDED COURSES 2022 – 2023

S. No.	Title	Event Dates	Page No.
1	Digital Marketing	12.09.2022 to 17.09.2022	2
2	Tally	17.10.2022 to 21.10.2022	9
3	Personality Development	09.01.2023 to 13.01.2023	15
4	Introduction to Computers	20.03.2023 to 26.03.2023	21

1. Digital Marketing



SCHOOL OF MANAGEMENT STUDIES Organizes 6 DAYS WORK SHOP ON DIGITAL MARKETING

RESOURCE PERSONS

Dr. TR. Kalai Lakshmi

Dr. J. Rani

Dr. V. Nirmal Rani



12.09.2022 - 17.09.2022



9.00 AM



MBA LAB 3 & 4

Chief patrons

Dr. Mariazeena Johnson, Chancellor
Dr. Maria Johnson, President
Mr. J. Arul Selvan, Vice President
VMs. Maria Bernadette Tamilarasi, Vice President
Ms. Maria Catherine Jayapriyaz, Vice President

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Dr. E. Logashanmugam, Pro Vice Chancellor
Dr. S. S. Rau, Registrar
Dr. G. Sundari, Director of Administration

Conventors

Dr. Bhvaneshwari. G
DEAN
School of Management Studies
Dr. A. Palani
HEAD
School of Management Studies

Organizers

Dr. M. Lavanya
Assistant Professor
School of Management Studies
Dr. S. Joyce
Associate Professor
School of Management Studies





**SCHOOL OF MANAGEMENT STUDIES
VALUE ADDED COURSE - DIGITAL MARKETING**

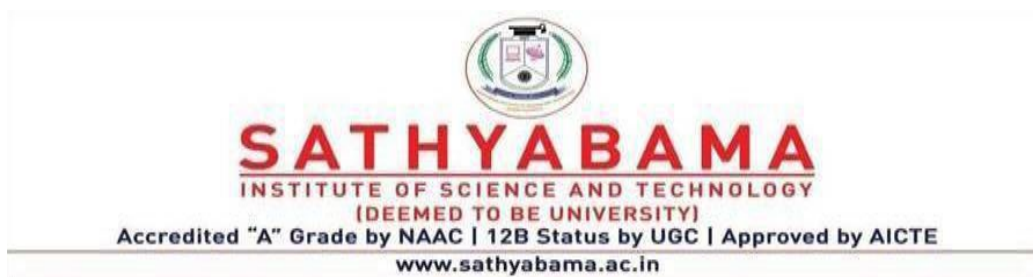
Course Objectives:

1. Familiarize students with the concept of digital marketing and its current and future evolutions.
2. Equip students with the ability to understand and subsequently create strategic and targeted campaigns using digital media tools.
3. Identify impact of digital space and digital marketing in reaching out to customers.

Day	Content	Hour
Day 1	Introduction to Digital Marketing: Digital concepts - Traditional Marketing Vs Digital Marketing - Digital Marketing Process - Website Planning and Development: Types of websites - Keywords.	5
Day 2	Webhosting: Understanding Domain - Building Website/Blog using CMS Word Press - Using Word Press Plug-ins - Search Engine Optimization – Planner Tools - On Page SEO Techniques - Indexing and Key Word Placement.	5
Day 3	Email Marketing- Introduction and Significance - Designing e-mail marketing campaigns using Mail Chimp - Building E-mail List and Signup Forms - Email Marketing Strategy and Monitoring - Email –Atomization.	5
Day 4	Pay Per Click Advertising: Introduction - Google Ad word - Types of Bidding strategies - Designing and Monitoring search campaigns - Display campaigns - Video campaigns - Universal App Campaigns.	5
Day 5	Google Analytics: Introduction and Significance - Google Analytics Interface and Setup - Understanding Goals and Conversions - Monitoring Traffic Behavior and preparing Reports.	5
Day 6	Social Media Marketing: Setting up Facebook Advertising Account - Understanding Facebook Audience and its Types - Designing Facebook Advertising Campaigns - Working with Facebook Pixel - Twitter Marketing: Basics - Designing Twitter Advertising Campaigns - LinkedIn Marketing - Developing digital marketing strategy in Integration form.	5

Course Outcome:

1. Understand the concept of digital marketing and its real-world iterations
2. Articulate innovative insights of digital marketing enabling a competitive edge
3. Understand how to create and run digital media based campaigns
4. Identify and utilize various tools such as social media etc.



LIST OF PARTICIPANTS

S.NO	Reg. Number	Student Name
1	41410001	AAFREEN FATHIMA N
2	41410004	ABHINAV BALAJI S
3	41410005	ABHIRAM P R
4	41410007	ADISHA H
5	41410014	ALFINA NIFFI M
6	41410015	ANAND K G K
7	41410016	ANAND RAJA P
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9	41410024	ANTO JEFRIN G L
10	41410025	ANTO NOEL SHARAN A
11	41410029	ANUPRIYA N P
12	41410031	ANUSHAA J
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14	41410039	ASHOK KUMAR G
15	41410040	ASHWAK R
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18	41410051	BENET BOUCHER .B .
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23	41410069	DEVCHARAN R
24	41410077	DHIVYA BHARATHI B
25	41410079	DINESH M
26	41410084	DINESH KUMAR S
27	41410089	EMAYA S
28	41410094	GANESH S K
29	41410096	GAYATHRI THAYAGARAJAN
30	41410097	GIFFORD AUGUSTINE G
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47	41410128	ISAAC NEWTON S
48	41410130	JANANI V .
49	41410131	JANARTHANAN S .
50	41410133	JASMIN LITRICIA J
51	41410135	Jaya
52	41410137	JAYALAKSHMI M
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84	41410232	PRAVEEN KUMAR S
85	41410234	PRAVEENA S
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87	41410236	PREETHI N
88	41410237	PREETHIKA S
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92	41410246	RAJENDRA PRASATH J
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94	41410249	RAMYA R
95	41410251	RESHMA ANI W
96	41410255	ROHIT A R
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98	41410259	SABEETHA J
99	41410260	SACHIN WINSTOPHER S
100	41410263	SALAI SELVANAYAGAN P
101	41410264	SAMRAJ P
102	41410272	SANTHOSH L
103	41410280	SATHISH R
104	41410284	SHAKTHI DHASAN S
105	41410286	SHALINI L
106	41410288	SHARON TIASHA A
107	41410290	SHERLIN JANNET A
108	41410296	SILVA BERLIN ANTHONY -
109	41410298	SIVANANDHINI T S
110	41410301	SNEHIL G P
111	41410302	SONALI SRIDEVI J
112	41410304	SREE VIDYA R
113	41410313	STANIS MOSSEY X
114	41410314	SUBARAJ J
115	41410320	SURESHKUMAR S
116	41410327	SYEDMOHAMMED SIKKANDAR M
117	41410330	UKESH G
118	41410335	VENKATALAKSHMI G
119	41410338	VIGNESH K
120	41410339	VIGNESH M



CERTIFICATE



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SCHOOL OF MANAGEMENT STUDIES

CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

GIFFORD AUGUSTINE G

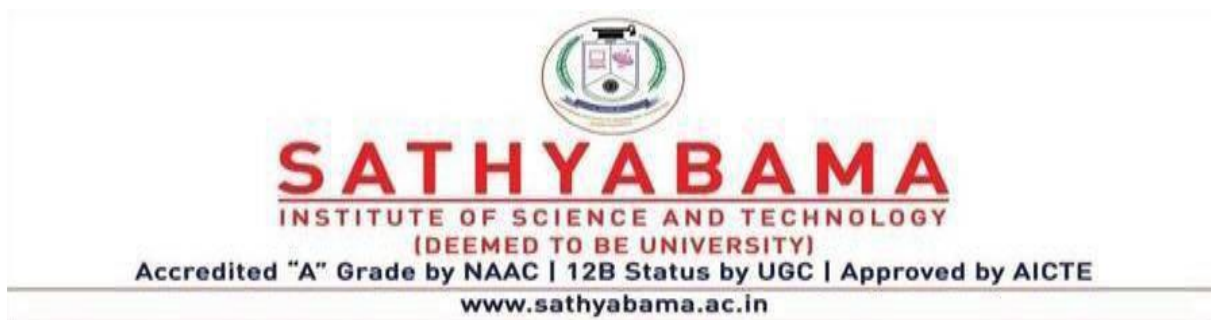
FROM SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY HAS PARTICIPATED IN 6
DAYS VALUE ADDED COURSE ON "DIGITAL MARKETING" ORGANIZED BY SCHOOL OF
MANAGEMENT STUDIES ON 12.09.2023 TO 17.09.2023

DR.G.BHUVANESHWARI

DEAN, School of Management Studies

DR.A.PALANI

HOD, School of Management Studies



2. TALLY



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School of Management Studies

ORGANIZES WORKSHOP ON

TALLY ERP 9

Chief Patrons

Dr. Mariazeena Johnson	Dr. Marie Johnson
Chancellor	President

Mr. J. Arulselvan	Ms. Maria Bernadette Tamilarasi
Vice - President	Vice - President

Ms. Maria Catherine Jayapriya

Vice - President

Patrons

Dr. T. Sasipraba	Dr. E. Logashanmugam	DR. VELUMONI D.
Vice - Chancellor	Pro Vice - Chancellor	Associate Professor School of Management Studies
Dr. S. S. Rau	Dr. G. Sundari	
Registrar	Director Administration	Co - ordinator Ms. Jayaseely M. Assistant Professor School of Management Studies

Convenors

Dr. Bhuvaneswari G.	Dr. A. Palani
Dean School of Management Studies	Head & IIC Startup Co-ordinator School of Management Studies

DATE:
17.10.2022 - 21.10.2022

Registration Link:
<https://forms.gle/BpiY1YqhxG2v2z23A>

 **TIME**
10.00 AM - 11.00 AM

 **VENUE**
MBA LAB 01



TALLY

Course Objectives:

1. To impart knowledge of Financial Accounting and the uses of tally software.
2. Learn to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements.
3. Demonstrate an understanding of how to maintain a payroll register.

Day	Content	Hour
Day 1	BASIC OF ACCOUNTING: Introduction - Types of Accounts - Accounting Principles or concepts - Mode of Accounting - Rules of Accounting - Double- entry system of bookkeeping. FUNDAMENTALS OF TALLY PRIME: Company Features - Configuration - Getting functions with Tally - Creation / setting up of Company.	6
Day 2	ACCOUNTING MASTERS: Chart of Groups - Groups - Multiple Groups - Ledgers - Multiple Ledgers. INVENTORY MASTERS: Stock Groups - Multiple Stock Groups - Stock Categories - Multiple Stock Categories - Units of Measure - Stock Items.	6
Day 3	VOUCHERS ENTRIES: Introduction - Types of Vouchers - Chart of Vouchers - Accounting Vouchers - Inventory Vouchers - Invoicing. ADVANCE ACCOUNTING CONCEPTS: Bill-wise details - Cost centers and Cost Categories - Multiple currencies - Interest calculations - Budget and controls - Scenario management - Bank Reconciliation.	6
Day 4	ADVANCE INVENTORY CONCEPTS: Order Processing - Recorder Levels - Batch-wise details - Bill of Materials - Batch-Wise Details - Different Actual and Billed Quantities - Price Lists - Zero-Valued Entries- Additional cost details. PAYROLL ACCOUNTING IN TALLY: Employee Creation - Salary Define - Employee Attendance Register - Pay Heads Creation - Salary Report.	6
Day 5	TAXES AND GST: TDS Reports - TCS Reports - GST - GST Returns - EPF - ESIC - Professional Tax. GENERATING REPORTS: Financial Statements - Trading Account - Profit & Loss Account - Balance Sheet - Accounts Books and Reports - Inventory Books and Reports - Exception Reports - Statutory Reports - Payroll Reports - Trail balance - Day Book - List of Accounts - Stock Summary - Outstanding Statement.	6

Course Outcome

- CO1 – Apply accounting systems in the business using tally package.
- CO2- Record financial transactions of business.
- CO3- Prepare financial statements to assess the profitability and solvency of the firm.
- CO4- Develop cost centers and cost categories.
- CO5- Manage payroll processing and accounting.



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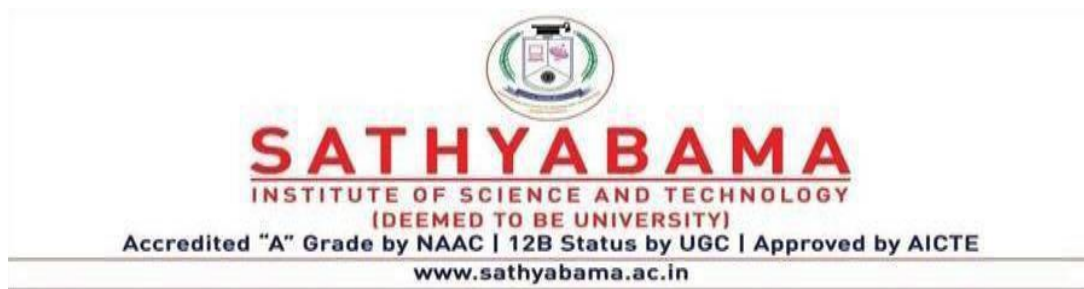
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LIST OF PARTICIPANTS

SNO.	REG. NO.	ROLL NO.	STUDENT NAME
1	40740001	20S749040	AAKASH E
2	40740022	20S745060	ANTO ALSON RAJA A
3	40740031	20S745170	ARTHI V
4	40740034	20S745001	ASHWIN K M
5	40740036	20S749018	ASHWINI B S
6	40740047	20S745002	BENJAMIN JEBA PRABHU M
7	40740052	20S745122	CHARUMATHI R
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17	40740108	20S745313	HARISH KUMAR S
18	40740130	20S745103	JEEVA S
19	40740143	20S749054	JOTHIGA K
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21	40740151	20S745266	KARAN KOTTI K
22	40740161	20S749052	KEERTHIKA G
23	40740168	20S749021	KIRUBAKARAN R
24	40740169	20S745316	KIRUPANANTHAN G
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31	40740207	20S745093	MOHAMED PARVESH B
32	40740218	20S745040	MRITHUL JANAKIRAMAN J
33	40740227	20S745191	NAVEEN V
34	40740242	20s745171	PARAMESHWARI K
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36	40740262	20S745036	PRINCY P
37	40740269	20S745145	PRIYANKA K

38	40740280	20S749024	RAMYA R
39	40740283	20S745228	RASHIKA G
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41	40740287	20S745229	RESHABHA G
42	40740295	20S745017	ROHAN A
43	40740304	20S745144	SAIPRAVEEN R
44	40740305	20S745250	SAKTHI PRIYA J
45	40740327	20S745297	SELVI K
46	40740328	20S745137	SENTHIL KUMAR P K
47	40740341	20S745110	SINDHU GANESH G
48	40740342	20S745127	SIVA D
49	40740347	20S745188	SONA PRIYADHARSHINI S
50	40740350	20S749004	SREE SARAN G S
51	40740351	20S745082	SREERITHANYA M
52	40740366	20S745158	SURENDAR SIRVI P
53	40740373	20S745202	SWETHA L
54	40740380	20S745272	THARUN BHARATHI R
55	40740389	20S749057	VIDHYA V
56	40740392	20S749020	VIGNESH R
57	40740397	20S745348	VIJAYKRISHNAN H
58	40740404	20S745028	VISHALY D
59	40740411	20S745147	YASHWANTH R
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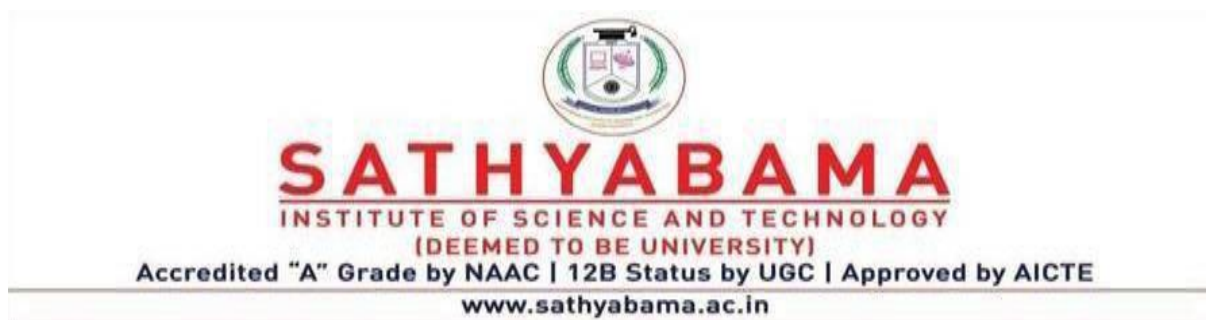
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HARISH.K

FROM SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY HAS PARTICIPATED
IN 5 DAYS VALUE ADDED COURSE ON "TALLY ERP" ORGANIZED BY SCHOOL OF
MANAGEMENT STUDIES ON 17.10.2022 TO 21.10.2022

DR.G.BHUVANESHWARI
DEAN SCHOOL OF
MANAGEMENT STUDIES

DR.A.PALANI
HOD SCHOOL OF
MANAGEMENT STUDIES



3. PERSONALITY DEVELOPMENT



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School of management studies ORGANIZES "PERSONALITY DEVELOPMENT PROGRAMME"

chief patrons

Dr. Mariazeena Johnson Chancellor		Dr. Maria Johnson President	
Mr. J. Arulselvan Vice-President	Ms. Maria Bernadette Tamilarasi Vice-President	Ms. Maria Catherine Jayapriya Vice-President	

Patrons

Dr. T. Sasiprabha Vice-Chancellor	Dr. E. Logashanmugam Pro Vice Chancellor	Dr.S.S. Rau Registrar	Dr.G. Sundari Director Administration
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Conventors

Dr. Bhuvaneshwari. G Dean school of management studies	Dr.A. Palani Head School of management studies
---	---

Organizers

Dr. S. Umamaheswari Associate Professor school of management studies	Dr. Dhivya sathish Associate Professor school of management studies
---	--

faculty co-ordinators

Dr. Johnpaul , Associate professor	DATE: 09.01.2023 - 13.01.2023 Venue: MBA Block, Lecture Hall 02
Dr. John Britto , Associate Professor	
Dr. Raja , Associate Professor	
Dr. Sudha Paulin , Assistant professor	
Ms. K. Sai Ramya , Assistant professor	



PERSONALITY DEVELOPMENT

Course Objectives:

1. Understand the importance and type of communication in personal and professional environment.
2. To provide insight into much needed technical and non-technical qualities in career planning.
3. To make the students aware of the role, importance, and content of soft skills through instruction, knowledge acquisition, demonstration and practice.

Day	Content	Hour
Day 1	Introduction to Soft Skills and Hard Skills: Personality Development: Knowing Yourself, Positive Thinking, Johari's Window, Communication Skills, Non-verbal Communication, Physical Fitness - Need for Emotional Intelligence - Intelligence Quotient versus Emotional Intelligence Quotient – Components - Professional Etiquette - Technology Etiquette.	6
Day 2	Communication Today: Significance of Communication - GSC's 3M Model of Communication - Vitality of the Communication Process - Virtues of Listening - Fundamentals of Good Listening - Nature of Non-Verbal Communication - Need for Intercultural Communication – Communicating Digital World.	6
Day 3	Employment Communication: Introduction – Resume - Curriculum Vitae - Scannable Resume - Developing an Impressive Resume - Formats of Resume – Job Application or Cover Letter - Professional Presentation: Nature of Oral Presentation, Planning a Presentation, Preparing the Presentation, Delivering the Presentation.	6
Day 4	Group Discussion and Job Interviews: Group Discussion: Introduction, Ambience/Seating Arrangement for Group Discussion – Difference between Group Discussion, Panel Discussion and Debate - Traits, Types of Group Discussions: Topic based and Case based Group Discussion - Individual Traits - Types of Interviews - Preparatory Steps for Job Interviews – Interview Skill Tips – Changes in the Interview Process – FAQ During Interviews.	6
Day 5	Professional Skills: Creativity at Workplace - Current Workplaces - Creativity, Motivation, Nurturing Hobbies at Work - The Six Thinking Hat Method - Ethical Values: Ethics and Society - Theories of Ethics -Values and Behavior - Work Ethics, Problems in the Absence of Work Ethics - Capacity Building: Learn, Unlearn and Relearn: Elements of Capacity Building - Zones of Learning - Ideas for Learning - Strategies for Capacity Building.	6

Course Outcome:

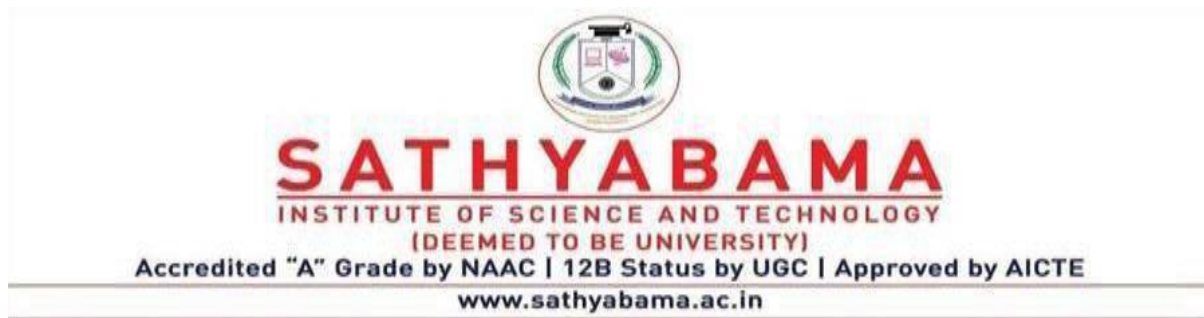
- CO 1: Develop effective communication skills (spoken and written) and presentation skills.
- CO 2: Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- CO 3: Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- CO 4: Conduct effective business correspondence and prepare business reports.
- CO 5: Develop all-round personalities with a mature outlook to function effectively in different circumstances.



LIST OF PARTICIPANTS

S.NO	REG NO	NAME OF THE STUDENT
1	40280001	AAKIESH. P
2	40280004	ABRAHAM ANTHONY RAJ. F
3	40280005	AKSHARA. I
4	40280007	ALTHEA O ' CONNOR
5	40280010	ARULIN GLADIA. P
6	40280016	BADDAM AKASH REDDY
7	40280019	BIDYALAKSHMI JANA. R
8	40280020	BONTHALA CHIDVILA SAI
9	40280021	BUDIDA SHARATH KUMAR
10	40280024	DAYA PRAVEEN
11	40280026	ELAKIYA. S
12	40280027	FARHANA. F
13	40280030	GIRINATH. S
14	40280032	GOPI. K
15	40280035	GURRALA VINAY
16	40280036	GURU PRASATH. M
17	40280039	HYDEN NIVAS I
18	40280040	HEM DHARSHAN. G
19	40280042	IMMANEUL MUNGDEIHLIANA
20	40280045	JAYAPRAKASH V
21	40280047	JAYASHREE J S
22	40280049	JAYASUDHA. J
23	40280053	KANDAKATTLA MYDHILI AAKANKSHA
24	40280055	KARTHI KEYAN M
25	40280059	CHANDANA K
26	40280063	KUMMARI PUSHPALATHA
27	40280065	LIKHITHA KRISHNA JORIGE
28	40280066	LUMEN AMUDHA SELVI F
29	40280067	MADHUMITHA. C. V
30	40280070	MARIMUTHU G
31	40280071	MARY REXLA
32	40280076	MUNNUR RAHUL

33	40280081	NEENA. K
34	40280082	NIDHISH KRISHNAN. D
35	40280085	PASUPULETI SAI DIVYA CHARITHA
36	40280086	PAVITHRA. E
37	40280088	K R PRAVEEN RAJ
38	40280089	PRIYADHARSHINI. G
39	40280090	PURNIMA. P
40	40280094	RAMACHANDRAN A
41	40280095	RAO SAHITHYA
42	40280101	SAMYUKTHA. B
43	40280102	SANGEETHA P
44	40280103	SANJAAI. S
45	40280104	SANJAY ROHITH. M
46	40280106	SARAVANAPRASATH. A
47	40280110	SHANMUGAM V
48	40280111	SHUNMUGAM R O
49	40280113	SOUNDARYA R
50	40280114	SOWMIYA. P
51	40280115	SRI SATHYA CHITRA. K
52	40280116	SRIRAM S
53	40280119	SWATHI S A
54	40280120	SWEDHA. P
55	40280122	SWETHA. T
56	40280123	THAMIZHARASAN
57	40280124	TEJASRI SUBITHA. S
58	40280126	VERSHINI R
59	40280128	VINU PREETHAM S
60	402800117	SVADHI SRI S





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CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

FARHANA.F

FROM SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY HAS
PARTICIPATED IN 5 DAYS VALUE ADDED COURSE ON
"PERSONALITY DEVELOPMENT ON 09.01.2023 TO 13.01.2023"

DR.G..BHUVANESHWARI

DEAN

SCHOOL OF MANAGEMENT STUDIES



DR.A.PALANI

HOD

SCHOOL OF MANAGEMENT STUDIES



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**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

JEPPIAAR NAGAR, RAJIV GANDHI SALAI, CHENNAI, TAMILNADU, INDIA

SCHOOL OF MANAGEMENT STUDIES

in association with

IIT BOMBAY-SPOKEN TUTORIALS

An initiative of National Mission of Education through ICT, MHRD, Govt of India
Organizes one week Online student Development Programme

on

INTRODUCTION TO COMPUTERS

(For all BBA & B.com Students)

Dates : 20th March 2023 to 26th March 2023

Spoken Tutorial Project is funded by National Mission on Education through ICT, MHRD, Govt of India and Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMNMTT), MHRD, Govt of India

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Registration is free (Registration closes by 17.3.2023)

All the participants will get certificate from IIT Bombay spoken tutorials.

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Registration link: <https://forms.gle/Cyu4jABoaY21sr7>

IIT SPOKEN TUTORIAL COURSE March 20th 2023 to March 26th 2023

Sathyabama Institute of Science and Technology, Chennai has associated with IIT Bombay spoken tutorial and has organized a certification course of Introduction to computers for the students of B.com and MBA. the course is self study course for which links will be provided by the coordinator and based on the progress in the course the students will be evaluated and given certificate by IIT spoken tutorial, Bombay. Dr.TR.Kalai Lakshmi, Associate professor from MBA Department, School of management studies has coordinated the tutorial course and the course was initiated in the department. Total of 685 students registered and certificate will be issued to the participated students.

Training Schedule

S,NO	TOPIC	LINK	Quiz link
VIDEO 1	20.3.2023	Getting to know computers https://spoken-tutorial.org/watch/Introduction+to+Computers/Getting+to+kno+w+computers/English/	https://docs.google.com/forms/d/e/1FAIpQLScfCRljptZ-c6jJlTXJAWKtoVdMWGD1bMUfNgJBChrYlkGMYg/viewform?usp=sf_link
VIDEO 2	21.3.2023	Introduction to computers https://youtu.be/YXgXw25E5RU	https://docs.google.com/forms/d/e/1FAIpQLSdewh38EU8zKvVhBgPjFYRVsY89OU1hNz79P5-iCXswAbYWZQ/viewform?usp=sf_link
VIDEO 3	22.3.2023	Printer connection https://www.youtube.com/watch?v=HLh2sWUXmZw	https://docs.google.com/forms/d/e/1FAIpQLSd1rNXebwgxmYZeEmy1m2JimzqB1z1FkGrbeZSQ5hThCmfAGA/viewform?usp=sf_link
VIDEO 4	23.3.2023	Introduction to gmail - https://www.youtube.com/watch?v=RDwhFSAcRR8	https://docs.google.com/forms/d/e/1FAIpQLSd2-EuDQD-xVOls5irDnCmEyWlxXjLE-3ZxltV40QLbxvIV9w/viewform?usp=sf_link
VIDEO 6	25.3.2023	Compose options in gmail https://youtu.be/pYJZrtIIwW8	https://docs.google.com/forms/d/e/1FAIpQLSdKJMumHb7ciP2bon3IF7oZSS1Dxyj2JSMCKRXS36JSA3My0Q/viewform?usp=sf_link

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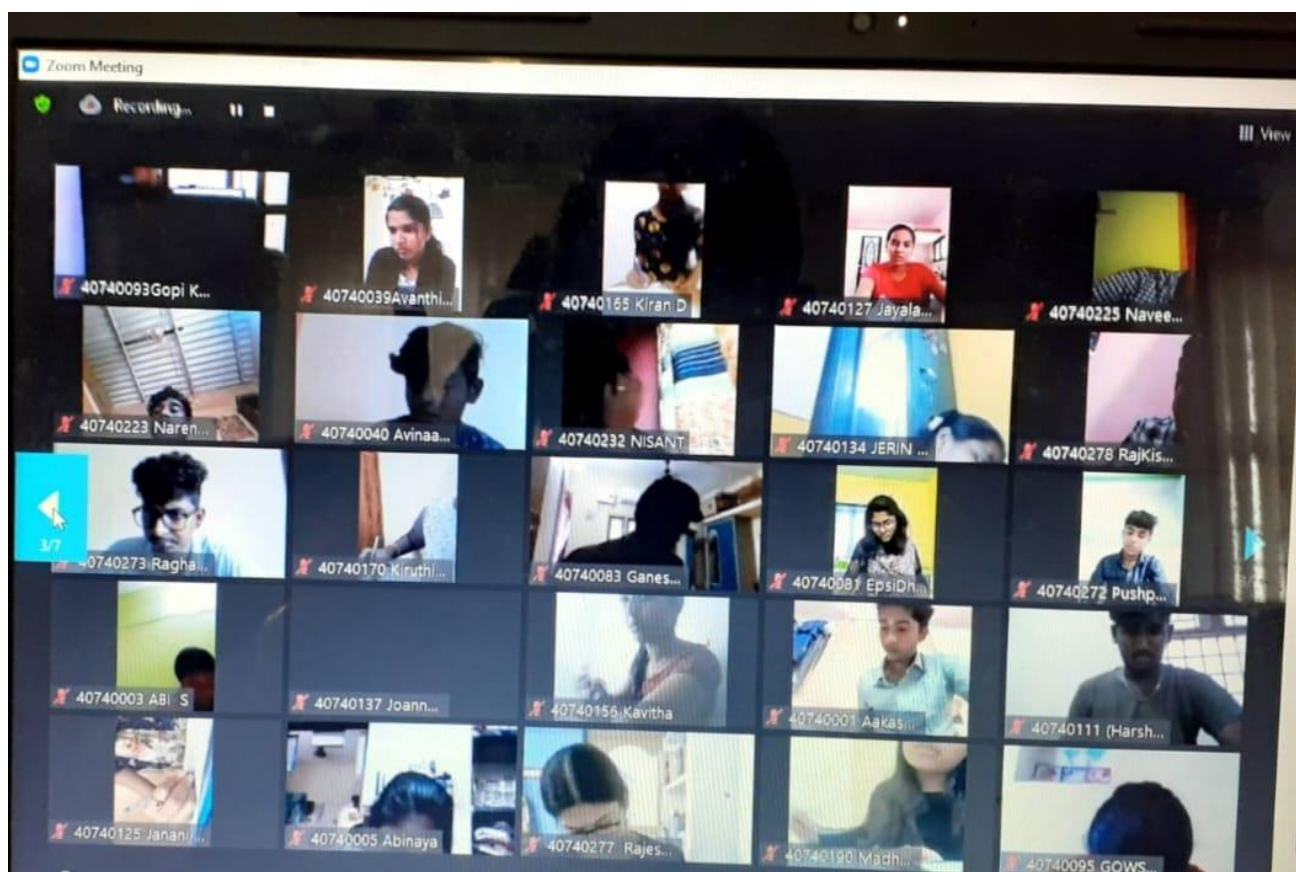
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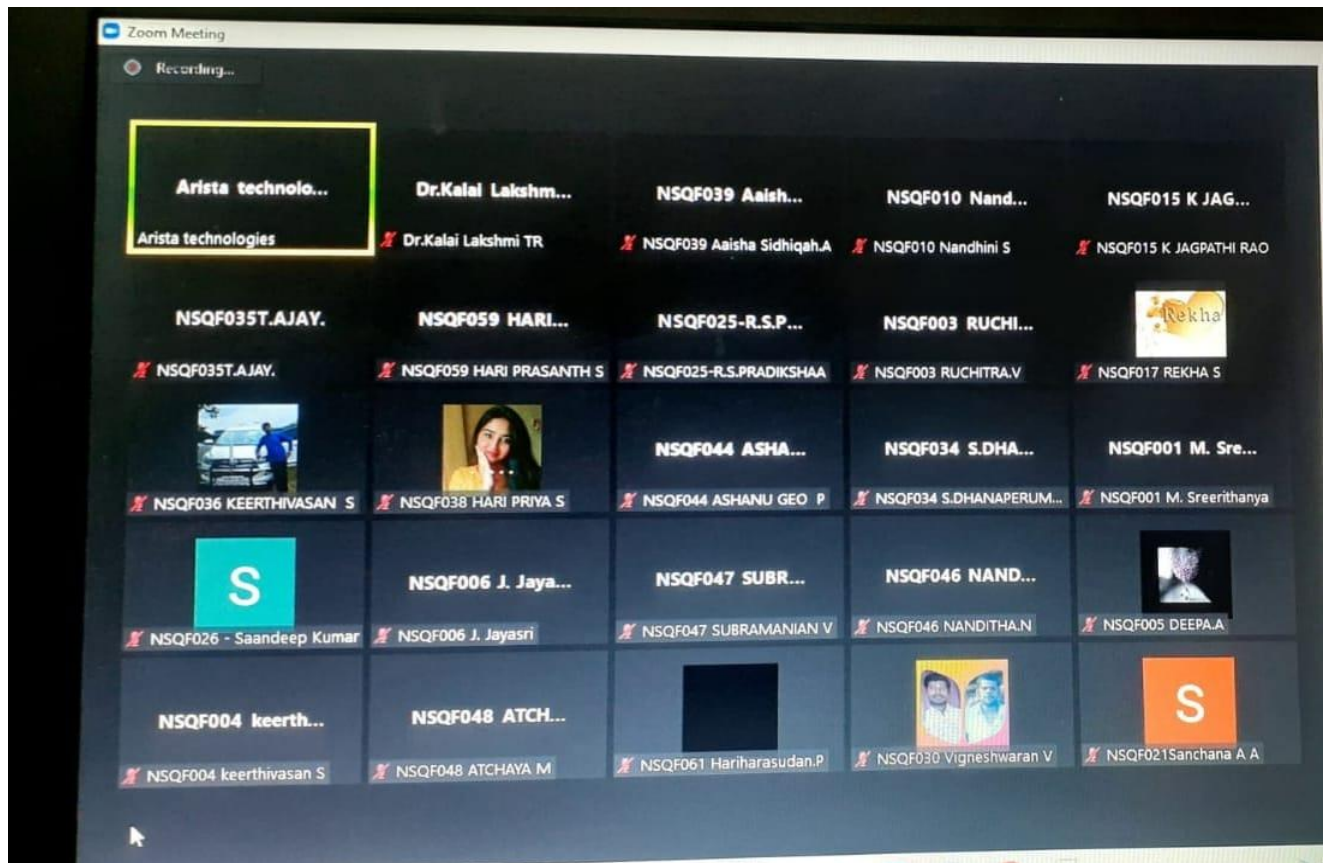
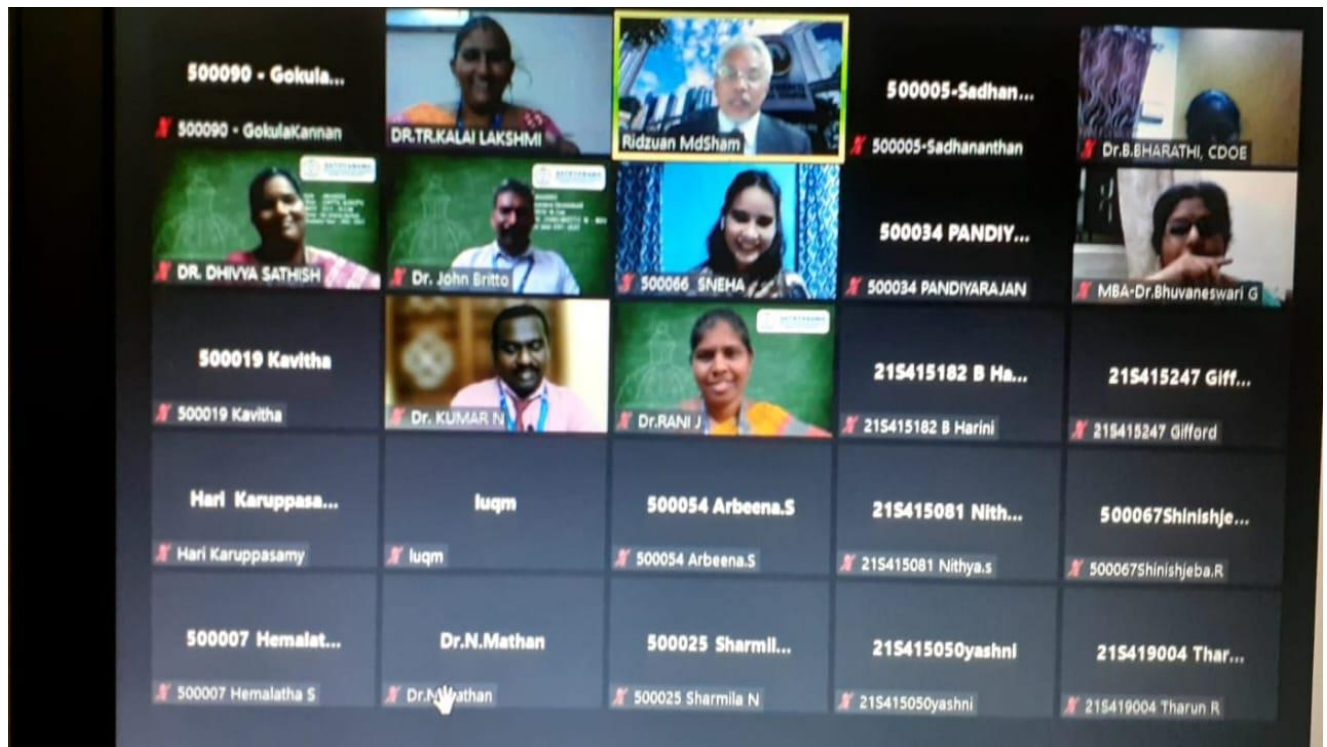
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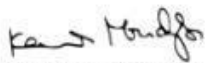


Certificate of Participation

This is to certify that **ANKA VENKATESWARA RAO** participated in the **Introduction to Computers** training organized at **Sathyabama Institute of Science and Technology** in **July 2020** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **Introduction to Computers** were covered in the training. This training is offered by the Spoken Tutorial Project, IIT Bombay.

October 2nd 2020


Prof. Kannan M Moudgalaya
IIT Bombay

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